

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 32-9010**



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Civil Engineering

**MANAGEMENT AND REPORTING OF
BUILDING SERVICES IN OSD
ASSIGNED FACILITIES IN THE
NATIONAL CAPITAL REGION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 32-90, *Real Property Management*. This Department of the Air Force Instruction (DAFI) is consistent with DoDI 5305.05, *Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components*; *Fire Regulations (WHFRs)*; Administrative Instruction 30, *Force Protection of the Pentagon Reservation*; and AI 88, *Pentagon Reservation Vehicle Parking Program*. This Instruction explains how to acquire, control, and make effective use of federally-owned and federally-leased facility space by Headquarters of the Department of the Air Force (HQ DAF) offices located in the National Capital Region (NCR); provides guidance for moving offices within HQ DAF; guidance and procedures for relocating Department of the Air Force (DAF) activities into or within the NCR or increasing the DAF manpower authorizations within the NCR; and explains the implementation of the Washington Headquarters Service (WHS) fire regulations in WHS-controlled facilities. It applies to all Air Force, Space Force, Air Force Reserve and Air National Guard offices and other DAF organizations wishing to relocate to the NCR and/or reside in HQ DAF-assigned space. Refer recommended changes and questions about this publication to the Operations Directorate, Secretary of the Air Force Office of the Director of Administration and Management (SAF/AM) using the DAF Form 847, *Recommendation for Change of Publication*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The

authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. See Department of the Air Force Manual DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This is a rewrite of AFI 32-9010 and has been substantially changed. Major changes include de-establishing the Executive Oversight Board (EOB) and confirming the SAF/AM as the office with the sole responsibility for HQ DAF space management including space authorizations, allowances, assignment, and space update requirements. Portions of this DAFI relating to process actions can be referenced in Headquarters Operating Instruction (HOI) 32-9, *Management and Reporting of Air Force Space and Building Services in Headquarters Assigned Facilities in the Washington, DC Area*. All references to HQ DAF include the Office of the Secretary of the Air Force (Secretariat), the Office of the Chief of Staff of the Air Force (“Air Staff”), and the Office of the Chief of Space Operations (“Space Staff”).

1. Overview. This publication establishes guidance and procedures for space management in the NCR and refers to HOI 32-9 for detailed instructions. In addition, this guidance provides instruction for DAF organizations desiring to relocate into the NCR. Furthermore, the DAFI provides information for obtaining HQ DAF parking on the Pentagon Reservation.

2. Roles and Responsibilities. All DAF personnel and contractors (where compliance is required by contracts or law) occupying HQ DAF facility space in the NCR will comply with this DAFI. DAF personnel must ensure all guidance is followed for acquiring space.

2.1. The SAF/AM is the facility space manager for the HQ DAF and is the Principal Staff Assistant (PSA) for the department to WHS as prescribed in DoDI 5305.05 and HAF Mission Directive 1-6, *The Administrative Assistant to the Secretary of the Air Force*.

2.2. SAF/AM examines validated space requests and allocates HQ DAF facility space to DAF organizations.

2.3. SAF/AMO provides day-to-day support, manages all HQ DAF facility space, and performs space validations and optimization studies. (T-1)

3. Responsibility for Facility Space Matters. SAF/AM is the Facility Space Coordinator/Manager (Ref DoDI 5305.05 and DAF MD 1-6) for all HQ DAF organizations, Direct Reporting Units (DRU), Field Operating Agencies (FOAs), and Named Agencies in the NCR. SAF/AMO will ensure compliance with DoDI 5305.05, HOI 32-9, and this instruction.

4. DAF Activities Seeking to Relocate into or within the NCR.

4.1. In accordance with DoDI 5305.05, Enclosure 2, any costs to relocate a DoD activity into or within the NCR that exceed \$500,000 require prior approval by the Under Secretary of Defense for Acquisition and Sustainment. (T-0)

4.2. All DAF organizations seeking to conduct a site survey in the NCR must first contact SAF/AMO to obtain approval to visit and obtain instructions/guidance and must also follow any existing basing requirements. (T-1)

4.3. Responsibilities and Procedures to Relocate a DAF organization into or within the NCR:

4.3.1. Contact SAF/AMO to start the fact-finding process and investigate bed-down options. Include the following information: the organization's mission, vision, Unit Manning Document (UMD) positions listing, and special mission needs (e.g., internal IT servers, hearing rooms, etc.).

4.3.2. The sponsoring HQ DAF 2-Letter/L-2 Facility Manager prepares a "stationing" package requesting permission to relocate activities or positions into or within the NCR and submits the package to SAF/AMO.

4.3.3. The Resource Directorate (SAF/AMR) advises on impacts of manpower authorization issues in the preparation of requests to relocate activities to the NCR or increase the manpower authorizations currently located within the NCR.

4.3.4. SAF/AMO reviews the stationing package to ensure Secretary of the Air Force, Installations, Environment and Energy (SAF/IE), Secretary of the Air Force Legislative Liaison (SAF/LL), Secretary of the Air Force Cost & Economics Liaison (SAF/FMBL), and Resources Directorate (SAF/AMR) coordination has occurred before routing to SAF/AM. Upon SAF/AM endorsement, the package is forwarded to WHS IAW DoDI 5305.05 for their review before submitting for Under Secretary of the Defense for Acquisition & Sustainment (OUSD) - (A&S) approval.

4.3.5. Stationing package will include the following:

4.3.5.1. Level of the organization, such as, flight, squadron, office.

4.3.5.2. Extent of adverse impacts experienced at present location.

4.3.5.3. Reason for relocating to the NCR.

4.3.5.4. Savings anticipated by relocating.

4.3.5.5. If the total estimated relocation cost exceeds \$500,000, the sponsoring HQ DAF 2-Letter/L-2 office is responsible for providing required justifications and statements for the DAF to obtain the Office of the Secretary of Defense (OSD) waiver approval and notification to the House and Senate Armed Services Committee chairs that the move is in the best interest of the Government.

4.3.5.6. Amount of square footage the activity needs as validated by SAF/AMO.

4.3.5.7. Number of manpower authorizations relocating by grade, AF Specialty Code, and Unit Manpower Document (UMD) number.

4.4. SAF/AM authorities and requirements do not absolve further requirements within SAF/IE managed Strategic Basing requirements. Refer to DAFI 10-503, Strategic Basing, for further guidance.

5. Requests for Space in the NCR. Requests for space will be submitted to SAF/AMO in accordance with DoDI 5305.05 and HOI 32-9 (i.e., *Management and Reporting of the Air Force Space and Building Services in Headquarters Assigned Facilities in the Washington DC Area*). SAF/AMO will validate and forward to the designated authority. (T-1)

5.1. SAF/AMO is the point of contact for DAF organizations desiring to acquire HQ DAF-assigned facility space in the NCR.

5.2. Within the NCR, no DAF organization has authority to enter into an office space lease agreement to include a line item in a contracted services statement of work for the provision of office space. (T-0)

5.3. All DAF organizations requesting HQ DAF space in the NCR to include the Pentagon, leased space, Joint Base Anacostia Bolling, and Joint Base Andrews will comply with HQ DAF Pentagon space standards as outlined by SAF/AM and consistent with WHS policy. Space allocation standards can be found in HOI 32-9 Attachment 2. Current SAF/AM approved space construction and finish standards can be requested from SAF/AMO.

5.4. Short-term rental space for conferences, seminars, or other purposes will be requested by the 2-Letter/L-2 sponsoring organization through Enterprise Task Management Software Solution (ETMS2). Specific guidance for process and procedures can be found in HOI 32-9.

6. Realignment, Downsizing or Elimination of DAF Programs and/or Organizations.

6.1. When realignment of a program results in the reallocation of personnel from one organization to another, the losing HQ DAF organization must transfer the required amount of space to properly house personnel and associated equipment.

6.2. Both the gaining and losing HQ DAF organizations must coordinate the transfer of space with SAF/AMO. SAF/AM will determine and approve the amount of space to be transferred. When HQ DAF programs are merged, modified, or eliminated, the resulting excess space will be returned to SAF/AM for reassignment. SAF/AMO will supervise all space transfers. (T-1)

7. Surveying Space. SAF/AMO surveys all space to ensure compliance with current guidance and standards set by DoD, WHS, U.S. General Services Administration (GSA), National Fire Protection Association (NFPA), Americans with Disabilities Act (ADA) and HQ DAF Space Utilization Standards. (T-1)

8. Space Utilization Standards. SAF/AM establishes authorization standards for HQ DAF assigned space in compliance with DoDI 5305.05. Standards include furniture, interior finishes, conference rooms, carpeting, bulletin, and directory boards. HOI 32-9 applies to all HQ DAF-assigned space including but not limited to Air Force, Space Force, Air Force Reserve, Air National Guard, and other DAF organizations.

9. Office Space Assignment Priority. HQ DAF-assigned space will be allocated on a priority basis in descending order as listed below. Individuals occupying HQ DAF assigned space will earn one “seat” in the NCR based on HOI 32-9 attachment 2.

9.1. HQ DAF 2-Letter/L-2 organizations.

9.2. Direct support organizations to the HQ DAF such as AF District of Washington, AF Intelligence Analysis Agency, and e.g.

9.3. Other HQ DAF mission requirements.

9.4. Short-term study groups.

9.5. Field Operating Agencies, DRU, Named Agencies, etc., that do not fall into the category above.

9.6. Others.

10. Space Modification. Self-help is not authorized in HQ DAF-assigned space regardless of location occupied. See HOI 32-9 for guidance regarding space modifications.

11. Fire Regulations, Roles, and Responsibilities. All HQ DAF tenants residing in the Pentagon or Mark Center will follow WHS Fire Regulations, Rev. 8. (T-0) For additional guidance refer to HOI 32-9.

12. Pentagon Reservation Parking. Pentagon Reservation parking permits are a controlled item. WHS sets strict limits on the number of HQ DAF permits that can be issued. SAF/AM is the approving authority for all parking permits and sets the standards for how parking allocations are assigned to include numbered parking for HQ DAF executives. SAF/AMO is the controlling authority for submittal, issuing, and recalling of all DAF Pentagon parking permits. (T-1)

12.1. Personnel desiring a Pentagon parking permit will comply with the HOI 32-9.

12.2. Temporary daily parking for O-7/SES and above, handicap parking, and Official Government Vehicles will be assigned per HOI 32-9.

NANCY K. ANDREWS, Director,
Administrative and Management Office of the
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

United States Code, *Title 10, Outlines the role of the Armed Forces from a legal basis*

DoDI 5305.05, *Space Management Procedures*, NCR (Change 1), 27 July 2022

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 30, *Force Protection of the Pentagon Reservation*, Change 2, 27 September 2012

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 88, *Pentagon Reservation Vehicle Parking Program*, 29 August 2009

Office of the Secretary of Defense (OSD) Administrative Instruction (AI) 112, *NCR Headquarters Services Fire Regulations (WHFRs)*, 18 May 2011, Change 1, 8 May 2017

AFI 33-322, *Records Management and Information Governance Program*, Change 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*

DAFPD 32-90, *Real Property Asset Management*, 20 April 2021

HOI 32-9, *Management and Reporting of Department of the Air Force Space and Building Services in OSD Assigned Facilities in the National Capital Region*

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AI—Administrative Instruction

ASA—Americans with Disabilities Act

DAF—Department of the Air Force.

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DRU—Direct Reporting Unit

EOB—Executive Oversight Board

ETMS2—Enterprise Task Management Software Solution

FACMAN—Facility Manager

GSA—General Services Administration

HQ DAF—Headquarters of the Department of the Air Force

HOI—Headquarters Operating Instruction

IT—Information Technology

MD—Mission Directive

NCR—National Capital Region

NFP—National Fire Protection

OSD—Office of the Secretary of Defense

PSA—Principal Staff Assistant

UMD—Unit Manning Document

WHS—Washington Headquarters Service

WHFR—Washington Headquarters Service Fire Regulations

2—Letter– Headquarters Air Force Level 2 Deputy Chief of Staff or Equivalent

L-2—Headquarters Space Force Level 2 Deputy Chief of Space Operation or Equivalent

Office Symbols

OUSD (A&S)—Secretary of Defense Acquisition and Sustainment

SAF/AM—Secretary of the Air Force Director of Administration and Management

SAF/AMO—Secretary of the Air Force Director of Administration and Management, Operations

SAF/AMR—Secretary of the Air Force Director of Administration and Management, Resources

SAF/IE—Air Force, Installations, Environment and Energy

SAF/FMBL—Secretary of the Air Force Budget Liaison

SAF/LL—Secretary of the Air Force Legislative Liaison

Terms

Leased Space—Space obtained by General Services Administration or US Army Corps of Engineers (USACE) through contract lease agreement, space permitted for use by the DAF from another federal agency, or space directly leased by the DAF.

Relocation Cost—All costs associated with relocating the activity; for example, permanent change of station cost, moving cost of furniture and equipment, cost of necessary construction, communications-computer systems, and local area network connectivity.

The National Capital Region (NCR)—The geographic area defined under section 2674 of Title 10, United States Code (Reference (d)) as the following boundaries: District of Columbia; Montgomery and Prince George’s Counties in the State of Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties in the commonwealth of Virginia. This includes all cities now and hereafter existing in the geographic area bounded by the outer boundaries of the combined areas of the counties listed and other units of government within the geographic areas of such district, counties, and city.